

**Finchley Reform Synagogue Education Programmes
(Kochavim, Massuot, Friday Group)**

Covid-19 Risk Assessment for in-person activities

This Risk Assessment and Planning document should be carried out with reference to Government guidance and existing Health and Safety Guidance. The aim of the document is to minimise the potential risks of Covid-19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far is possible during this next recovery phase.

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Ensuring effective infection protection and control and preventing the spread of coronavirus - e.g., dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend FRS in-person activities.
- Cleaning hands more often than usual.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered entry/exit times).

Date of risk assessment: 9 th May 2021	Name of assessor: Karen Bloom
Activity being assessed [<i>can be used for delivering activities remotely, for one off outdoor activities such as sports day/outing or in preparation for reopening school premises</i>]: Kochavim, Massuot, Friday Group	

<p>Authorised by: Sam Clifford (Executive Director) Bob Humphreys (Synagogue Chair)</p>	<p>Approx. number of children: Kochavim: up to 40 on site at one time Massu'ot: 40 per year group Friday Group: 50</p>
<p>Date of activity: 23rd May 2021 onwards (subject to amendments)</p>	<p>Number of staff on site (adults, youth, paid and volunteers): Kochavim: 15 Massuot: 2-6 Friday Group: 3 Hebrew Ulpan: 2</p>

<p>Consider the following areas of risk and recommendations</p>	<p>Existing controls in place (note here what checks have been carried out by the owner/landlord/premises manager since 23 March 2020)</p>	<p>Additional controls and actions required (note here what checks you need to do to ensure your provision is safe)</p>	<p>Lead personnel</p>	<p>By when?</p>	<p>Date action completed</p>
<p>Existing Health & Safety compliance and building considerations</p> <p>Ensure H&S compliance checks have been carried out. This is particularly important if the</p>	<p>A general risk assessment for the building has been completed</p> <p>All staff will undergo COVID awareness training</p>	<p>In accordance with Govt. policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.</p>	<p>DRC</p>	<p>4th Sept 2020</p>	<p>4th Sept 2020</p>

<p>premises have been closed to children and adults for any period of time since 23 March 2020.</p>		<p>KB & DRC have completed Covid 19 awareness & compliance training.</p>	<p>KB/DRC</p>	<p>4th Sept 2020</p>	<p>4th Sept 2020</p>
<p>Cleaning of Premises Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.</p>	<p>Suitable disinfectant cleaning products are used by the contracted cleaning staff. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. Staff are required to report anything contaminated or spilt that requires cleaning.</p>	<p>Hand sanitiser and antibacterial wipes in all classrooms.</p> <p>Handwashing signs in all classrooms and toilets with hand washing advice.</p> <p>Signage and posters re not touching face/catch it bin it kill it.</p> <p>Bins in all classrooms and rooms with spare bin bags. Bins emptied at the end of the sessions and bin double bagged.</p> <p>Bins to be left outside of classrooms at the end of sessions to alert cleaning staff to the fact that that room has been used and needs to be cleaned</p>	<p>DRC, KB</p>	<p>ongoing</p>	<p>ongoing</p>
<p>Communal facilities, entrance, toilets, stairs. etc</p>	<p>Users instructed to ensure that the toilet seat is in the closed</p>	<p>Supplies of soap and sanitising agents provided and regularly</p>	<p>DRC, KB</p>	<p>ongoing</p>	

<p>Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.</p>	<p>position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.</p> <p>Where objects are visibly contaminated with bodily fluids, they must not be touched, but reported to a manager. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.</p> <p>In colder weather, staff are required to ensure that coats, scarfs and other outdoor items are stored on the chair of the person to whom they belong, avoiding contact with other people's personal items.</p>	<p>topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed. Contract cleaning services have been increased. Toilets and communal areas, along with work spaces are cleaned more frequently than before and the cleaning routine is to a higher specification.</p>			
<p>Staffing</p> <p>Assess availability and wellbeing of all staff including those with underlying health conditions and/or family considerations.</p> <p>Staff who are subject to shielding or are in a household where someone is shielding.</p>	<p>A risk assessment specific to youth activities has been completed</p> <p>All staff have been asked to complete a health declaration form</p> <p>Staff with family members in at risk categories have been requested to inform their</p>	<p>Y&Ed staff training on Covid compliance to take place before activities resume in person</p> <p>Staff meeting before the in person activities resume</p>	<p>KB</p> <p>KB</p>	<p>23rd May 2021</p> <p>23rd May 2021</p>	

<p>Assess staff expectations and anxieties</p>	<p>management team. Decisions on home working in accordance with Govt. policy are taken on a case by case basis.</p> <p>Conversations with staff will be ongoing.</p>		<p>KB</p>	<p>23rd May 2021</p>	
<p>Staff Safety working measures</p>	<p>All staff should be in clean clothing.</p> <p>Staff instructed to avoid close face-to-face contact or touching and follow the 1m+ rule where possible.</p> <p>Staff can choose to wear face mask/shield.</p> <p>Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.</p> <p>Staff are required to keep rooms ventilated where possible, to curb the spread of the virus.</p>	<p>Y&Ed staff training on Covid compliance to take place before activities resume in person</p> <p>Open windows in classrooms; face same direction as child if bending down to speak to them so aerosols flow away from each other</p> <p>Staff advised to take a home LFD test before coming to the building, and show the senior member of staff proof that they have received a negative result</p> <p>First aiders on site: KB, Hagit, Hila, Judith, Noa, Maya, Milli</p>	<p>KB</p>	<p>23rd May 2021</p>	

<p>Availability of alternative provision to cover self-isolation should this occur once teaching has started up</p>	<p>Kochavim programme set up to be teachable online if necessary either due to staff shortages or due to government guidelines</p>	<p>KB to ensure constant review of staff health and government guidance</p>	<p>KB</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Safeguarding</p>	<p>Ensure all staff are DBS checked Keep records of who's on site. Make sure you know which staff and volunteers will be on site at each event, and that appropriate checks have been done for them.</p>	<p>Refresher for all staff of safeguarding training prior to return to new academic year Remind staff to look out for possible signs of harm & abuse and to report any concerns to DSL Remind staff, parents and children about online safety</p>	<p>KB</p>	<p>06/09</p>	<p>06/09</p>
<p>Review pupil wellbeing Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (Covid-19 related or otherwise)</p>	<p>KB to have conversation with RMB before in person activities resume to ask if there are any circumstances staff should be aware of Use age appropriate materials to explain and maintain social distancing Promote understanding of the different experiences for our children and young people during the pandemic Consider how pupils with specific needs are reintegrated</p>	<p>KB to lead staff discussion around reintegrating children into the 3D classroom</p>	<p>KB</p>	<p>23rd May 2021</p>	

	Deliver activities that focus on relationships – adult/pupil, pupil/pupil				
Review Behaviour policy	To include statement on expected behaviour during Covid pandemic	Reminders on how to social distance in education classes at FRS, infection control, illness and sanctions for deliberate non-compliance	KB	23/5/21	
Reducing contact point activities	Ensure extremely high hygiene for all activities, including food prep. Avoid passing items around a class Avoid sharing of pens/pencils	Staff to use anti-bac wipes on all pens before handing them to children, and also when collecting them in. Inform parents to ensure children have their own water bottles in school. No singing, loud voices or performances allowed for the time being	KB	23/5/21	ongoing
Good Personal Hygiene	Email to parents as in person activities resume to include information about hygiene expectations and to ask them to have a conversation at home with their children about these Information: - Distribute key information posters	All children to wash their hands/sanitize on entering the building and before going home. Children to gel or soap & water wash hands before break time and after break before re-entering the classrooms. Teach children to cough/sneeze into arm and away from other people's faces	KB	23/5/21	ongoing

<p>School visitors and site users</p>	<p>Compulsory handwashing / use of gel before entering education activity. Also signing in and out, to enable test and trace if necessary</p>	<p>Inform visitors of current requirements; visitors to inform us of any suspected or confirmed cases by any building users</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>
<p>Class group and size configuration</p>	<p>Configure class groups in no more than 15 pupils per class, plus appropriate staff</p> <p>Each group should be a consistent group and that group maintains distance from all other people and groups.</p>	<p>All classes are under this number</p> <p>Cannot do round robin activities or mixed project groups until further notice</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>
<p>Timetable</p> <p>Which lessons or activities will be delivered?</p> <p>Which lessons or activities could take place remotely? outdoors?</p>	<p>2 sessions at Kochavim; Massuot varied; Friday Group as usual</p> <p>Kochavim to be in person for children bi-weekly, and online for interim weeks, to keep numbers down in the building</p> <p>Massuot to be online for large group discussions and outside for bonding activities</p>	<p>No assemblies until guidelines change</p> <p>Amended model for Kochavim to reduce movement around the building – all teaching done in year groups (no mixing of different aged children)</p>	<p>KB</p> <p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>
<p>Classroom/learning environment layout</p> <p>Classrooms to allow children and adults to be socially distanced</p>	<p>Accessing rooms directly from outside where possible.</p> <p>Where not possible, stagger entrance and exits of classrooms to keep groups apart as they move through the setting.</p>	<p>All classrooms have sufficient tables and chairs set out to allow for maximum space, where possible 2m distance</p> <p>All classrooms and areas clear of unnecessary items/resources/soft furnishings/toys etc.</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>

Groups to be allocated to one room and each child to be allocated desk space and seat		Classrooms doors to remain open while classes ongoing			
Resources Limit the use of shared resources	Limiting the amount of shared resources. Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	No unnecessary bags to be brought into setting No resources to leave or enter the classroom (pencil cases/books/daily resources in labelled boxes) Resources spray cleaned and disinfected after use	KB	23/5/21	ongoing
Breaks Class groups to have designated space for play	Break time spaces pre-allocated to allow groups to maintain distance from each other. Children to bring own packed snack and to eat outdoors or in their own classroom. Not to share food with each other. Staff to be on duty to ensure children are keeping safe	Toilets to be wiped down after each use, then cleaned thoroughly at the end of the activity. Staff member to supervise primary school aged children going to toilet to ensure thorough handwashing. Allocate a specific toilet to each year group.	KB, DRC	23/5/21	ongoing

		Child friendly posters for hand washing and guides on hand washing and hygiene			
<p>Staff rooms/spaces</p> <p>Stagger the use of offices to limit occupancy and allow social distancing</p>	<p>Staff not to congregate in offices.</p> <p>Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.</p> <p>Staff to bring own flask/water bottle and not to use the FRS kitchen facilities</p>	<p>Registers to be collected from and returned to KB</p> <p>Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.</p> <p>Where possible, an urn will be filled and available for staff to access hot water for drinks whilst onsite</p>	KB, DRC	23/5/21	ongoing
<p>Outdoor spaces</p>	<p>Maximise the use of outdoor spaces when weather permits for break times</p> <p>Use outdoor space as teaching space when that does not adversely affect the content being taught (eg need for video screen etc)</p>	<p>Staggered break times to allow all children to enjoy outdoor space during sessions</p> <p>Consider activities that can be effectively done outdoors</p>	KB	23/5/21	ongoing
<p>Start and end of day</p> <p>Stagger drop-off and collection times</p>	<p>Parents may not accompany their child to the classroom, or enter to collect them. If a child needs to be</p>	<p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the</p>	KB	23/5/21	ongoing

Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	picked up early, the parent will alert a senior member of staff upon arrival, and their child will be brought to them	site (unless they have a pre-arranged appointment, which should be conducted safely) KB and Security team to be in radio contact for the purposes of alerting staff when a parent has arrived			
Suspected case in school (staff or pupil)	Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc.	Isolate child/teacher until they can be collected; ensure staff staying with an isolating child wears a mask	KB	23/5/21	ongoing
Confirmed case in school -	Deep clean core areas - Inform staff - Core reminders of hygiene -	Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.	KB	23/5/21	ongoing
Suspected case in a family	Parents to keep their child away from FRS activities until the case is has been confirmed as negative		KB	23/5/21	ongoing
Confirmed case in a family	Children in the family to remain at home for a fixed period of time, in line with government guidance	Deep clean of the classroom and school	KB, DRC	23/5/21	ongoing
Support for families affected	Communicate to parents and staff to contact FRS if they require support.	Regular contact with affected families and staff – wellbeing checks.	KB, RMB	23/5/21	ongoing

<p>Travel arrangements</p> <p>Consider how children and adults arrive at the setting to reduce any unnecessary travel on public transport. Read the Coronavirus (COVID-19): safer travel guidance for passengers</p>	<p>Assess transport arrangements for all staff</p>	<p>Staff should avoid lift-sharing, or wear a mask if they are doing so.</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>
<p>Communicating your plans and supporting individuals</p> <p>Children, parents and carers</p>	<p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p>	<p>Parents to inform the school if anyone in the house is displaying symptoms</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>
<p>Individual care if anyone becomes ill If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>A mask should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should be reminded not to visit the GP, pharmacy, urgent care centre or a hospital.</p>	<p>KB</p>	<p>23/5/21</p>	<p>ongoing</p>

	<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>				
<p>Personal Protective Equipment PPE</p>	<p>Check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs</p>	<p>KB, DRC</p>	<p>23/5/21</p>	<p>ongoing</p>

	<p>would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p>	<p>direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>			
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